

Orienting Your SMART Board Interactive Whiteboard

When the projector or SMART Board moves location, you may need to orient the SMART Board. This will tell the computer where the image of the desktop is being displayed on the SMART Board.

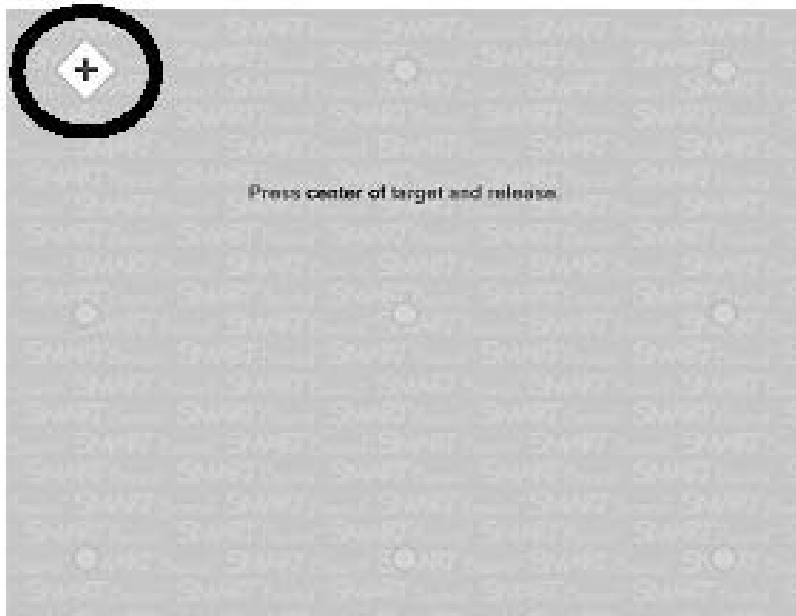
- 1 To orient the SMART Board, press and hold the **On-Screen Keyboard** button and the **Right Mouse** button simultaneously until the Orientation screen appears.



Pen tray buttons

Pen tray buttons

- 2 Press your finger or pen firmly on the center of each cross in the order indicated by the white, diamond-shaped graphic. **NOTE:** The point is registered when you remove your finger, not when you first touch the Orientation screen.

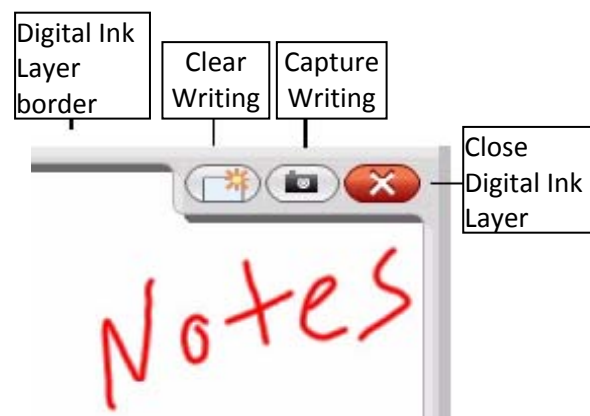


Orientation screen


Saving Your Notes

You can easily save the notes you have written on your SMART Board for future reference.

1 Pick up a pen from the pen tray. The *Digital Ink Layer border* will appear on your screen. To save what you write on the board when this layer is in place, press the *Capture writing button* in the top right hand corner of the border. An image of the screen including your writing will be saved in a new Notebook file. **NOTE:** If the Digital Ink Layer border does not appear when you pick up a pen, you may be working in an Ink Aware application (e.g., Microsoft Word). If the application is Ink Aware, buttons will be available in the application's own toolbar for capturing writing.



Opening the Welcome Center

To open the Welcome Center, press the **SMART Board icon**  in the System Tray (by the clock) at the bottom right of the screen, and select **"Welcome to Notebook"** from the menu. The Welcome Center provides several tabs, each with options to launch commonly used applications and tools.

1. Quick Start

This tab provides options designed to get you up and running quickly, with the most frequently used actions at your fingertips.

2. Tools

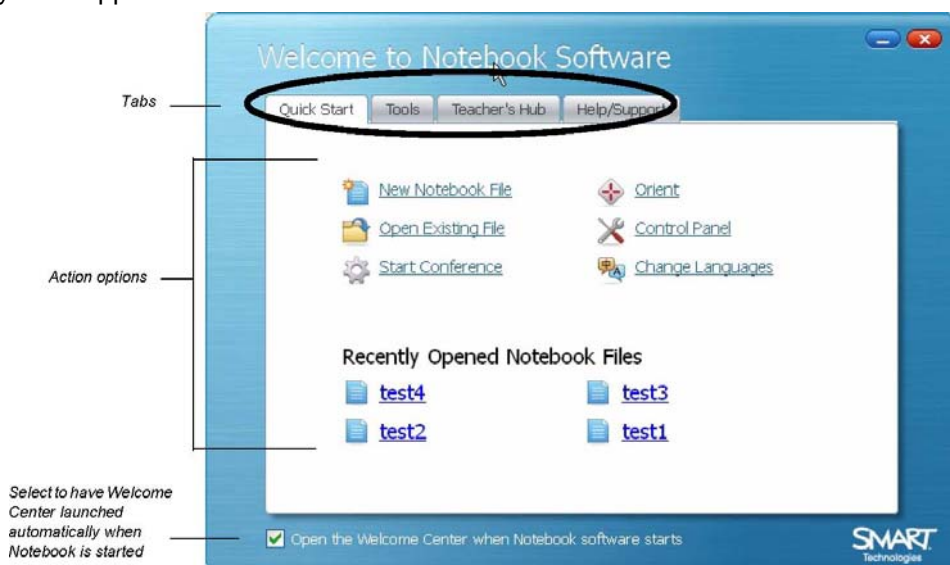
The Tools tab provides direct access to each of the functions that help you operate the SMART Board interactive whiteboard more effectively.

3. Teacher's Hub

Your single destination for all the resources you need to get started. Use the Teacher's Hub to help you seamlessly integrate your SMART Board interactive whiteboard into your classroom.

4. Help/Support

The Help/Support tab provides access to a wide array of support sources, from self-directed troubleshooting to one-on-one help from an expert.



Notebook Software Version 10 Toolbars

Notebook software toolbar

The Notebook software toolbar gives you access to a number of tools to help you work with your Notebook file. By default, the toolbar appears at the top of the Notebook page. When you are working at the SMART Board™ interactive whiteboard and you prefer to sit, or are working with young students, it may be more convenient to move the toolbar to the bottom of the page. To do this, press the double-ended, vertical arrow on the far right of the toolbar.



	Display the previous Notebook page		Display the next Notebook page		Insert a blank page directly after the active Notebook page
	Open an existing Notebook file		Save your Notebook file		Paste
	Undo the last action you performed		Redo the action you last performed		Delete any selected object
	Show or Hide the Screen Shade on the current Notebook page		Open Full Screen view		Toggle dual page mode
	Launch the Screen Capture toolbar		Activate SMART Document Camera		Insert Question
	Create a table		Select any object on the page with your mouse		Write or draw on the Notebook page with the pen tool
	Write or draw on the Notebook page with the creative pen tool		Erase digital ink on the Notebook page		Draw a line
	Create a shape		Draw a perfect shape (e.g., circle, square, rectangle, etc.)		Write or draw with the Magic Pen tool in disappearing ink, zoom and spotlight
	Fill an object or shape		Create a text-entry box for typing		Launch the Properties side tab
	Move the toolbar to the bottom of the Notebook page		Adjust volume		Instant conferencing
	Show all links		Show/Hide alignment		Welcome Center
	SMART Recorder		SMART Video Player		Pin Page
	Customize		Clear Page		Clone Page

Side Tabs

There are four tabs on the side of the Notebook interface (shown below on the right-hand side of the work area). Click the double-ended horizontal arrow to move the tabs from one side of the work area to the other.

You can hide the side tabs from view when you have finished working with them by checking the **Auto-hide** check box.

Click the double-ended, horizontal arrow to move these four tabs from one side of the page to the other. The tabs below are shown on the left-hand side of the work area.



Click the **Page Sorter** tab to allow you to see a thumbnail image of each page in the Notebook file, navigate to a different page, create page groups or reorder the pages.



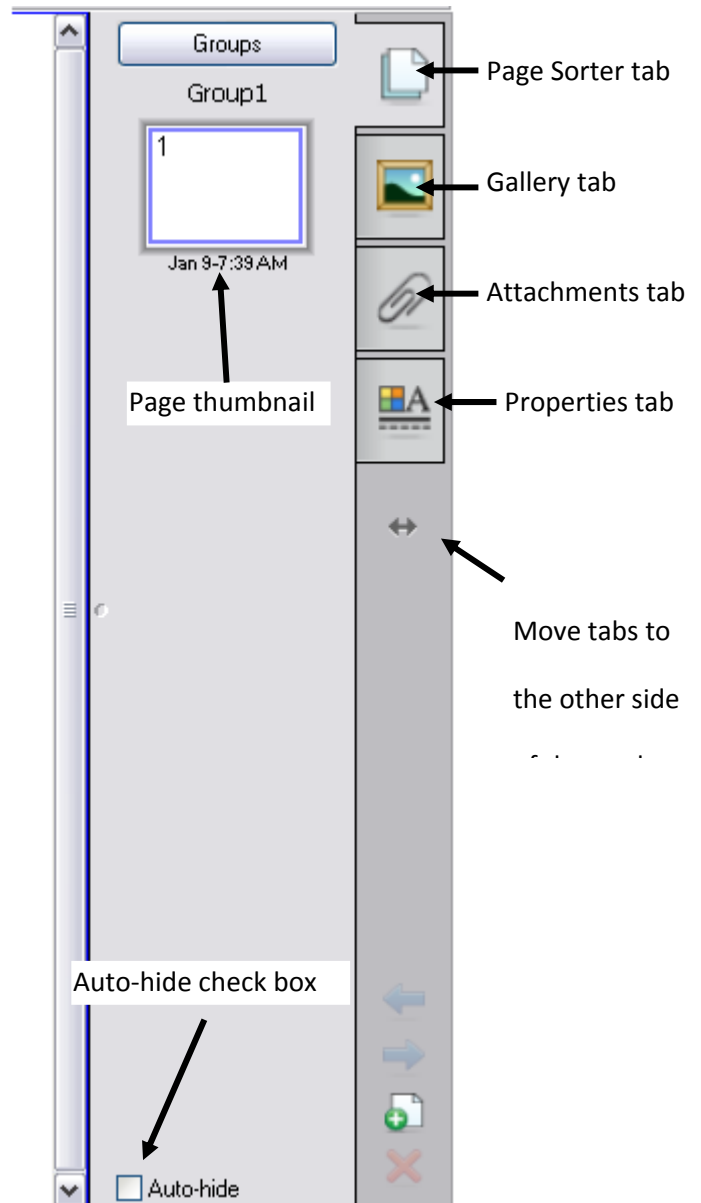
Click the **Gallery** tab to access collections of SMART's custom pages, clip art, flash animations, audio and video you can add to the Notebook file.



Click the **Attachments** tab to add hyperlinks to or attachments from other software applications to the file.



Click the **Properties** tab to format shapes, objects and text.



Text and Shape Recognition

Use any of the **Pen** tools on the Notebook software toolbar to write a word or phrase. Use the select tool to select all the text. Click the Object drop-down arrow. Click Recognize "XXXX" to convert your handwriting to text.

Shape Recognition works similar. Draw a shape → select the shape → click the Object drop-down arrow → click Recognize Shape



Object Drop-Down Arrow Functions

The Object drop-down arrow contains multiple features to make working with the SMART Board easier and make the use of the SMART Board more interactive for presentation of lessons for both the student and teacher.

Recognize table: If the table you draw is neat enough, you can choose “Recognize Table” from the object menu to recognize it as a table

Clone: make a copy of the selected object with a single click

Cut: remove the selected item from the page and place it on the clipboard

Copy: copy the selected item to the clipboard

Paste: insert the item currently on the clipboard

Delete: remove the selected item from the page

Check Spelling: check for spelling errors

Locking: prevent the selected item from being moved around the screen and/or altered

Grouping: combine a group of selected items into one item

Flip: change the orientation of the selected to be a mirror image from left to right or up to down

Order: change the position of the selected item to be in front or behind another object on the page

Infinite Cloner: make repeated copies of the selected object with a single click

Link: link the selected object to a web site, a file, or another page within the notebook

Sound: associate a sound with the selected object

Properties: make changes to the selected object such as color, transparency, line widths, and animations



Gallery Tab

The Gallery helps you quickly develop and deliver lesson activities and presentations in rich graphic detail. Thousands of high-resolution images, audio, video, Flash, and entire Notebook files are organized into searchable collections that allow you to create attractive, reusable content.

Searching for Gallery Content

There are two ways to find Gallery content. You can browse through the Gallery collections and select a folder, or you can enter a keyword into the search field, as you would when using an Internet search engine.

If you were building a mathematics lesson activity about shapes, for example, you may decide to browse by topic for all Gallery items relating to Shapes, Space and Measure. However, if you were looking for a specific shape in the middle of class, you may want to type the keyword triangle into the search field to save time.

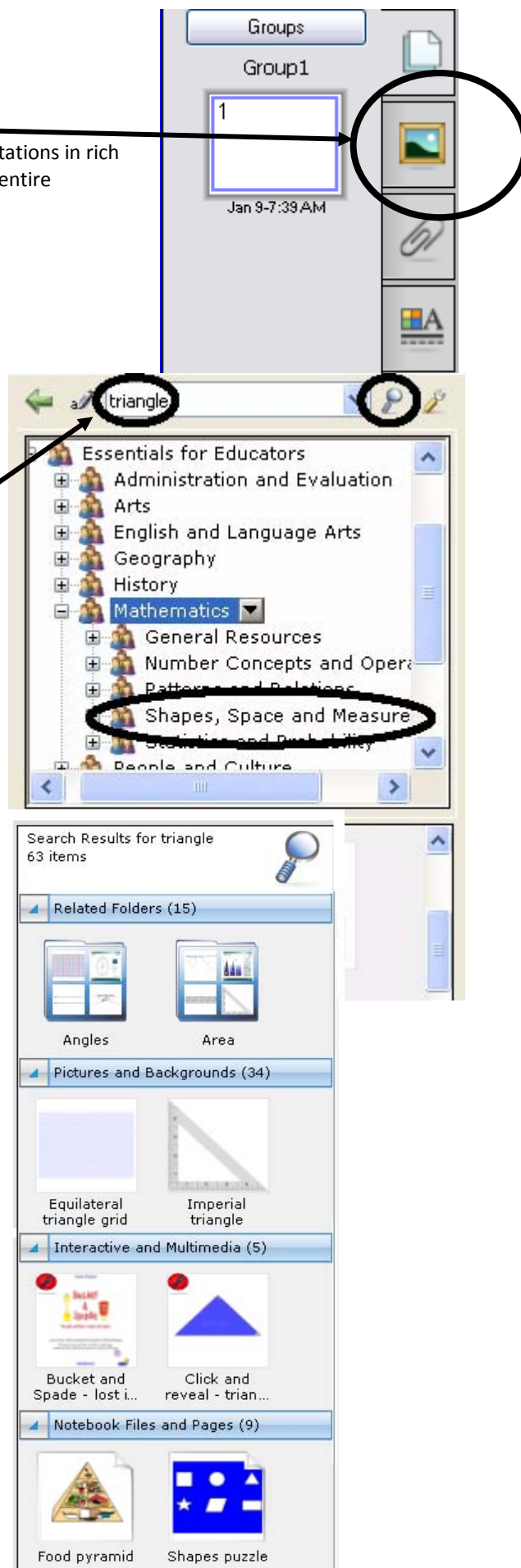
To look for Gallery items using the search field

- 1 Click inside the search field
- 2 Type a keyword related to the type of object(s) you are looking for
- 3 Press the **Search** button to display your results

TIP: Press the icon to the left of the search field to use the On-Screen Keyboard to type your keyword.

Viewing Search Results

Search results are graphically displayed in four content types: Related Folders, Pictures and Backgrounds, Interactive and Multimedia, and Notebook Files and Pages. To view the items in one of the content types, press the arrow next to the content type name.

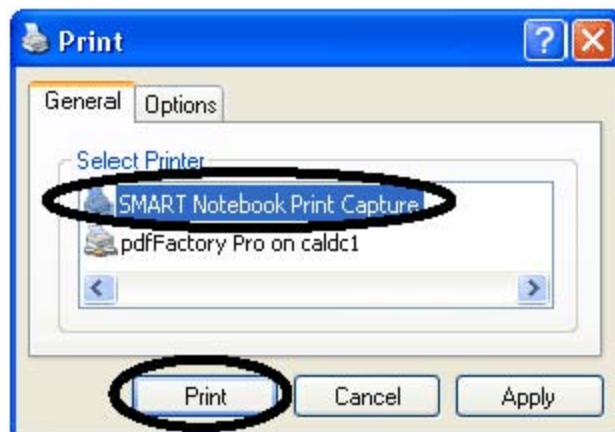


Using Notebook Print Capture

Notebook print capture allows you to add multi-page files from other applications like Microsoft Word and PowerPoint®, or even a long Web page, to a Notebook file. In other words, print capture is similar to printing to paper; one printed page is equal to one Notebook page.

- 1 Open a file you want to capture into Notebook software
- 2 Select **File > Print** from the application's main menu. The Print dialog box will appear. Select **SMART Notebook Print Capture** from your list of available printers
- 3 Press **Print** to capture the page as an image to a Notebook file. Notebook software will launch automatically if it's not open

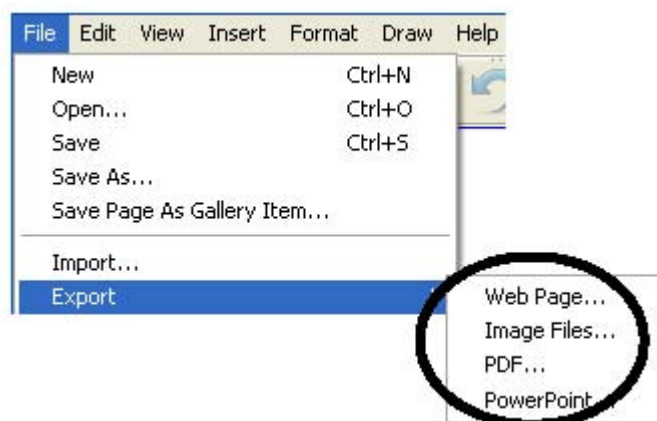
TIP: Occasionally, the image may appear blurry in your Notebook file. Select **View > Zoom > 100%** from the Notebook menu to clearly view the captured image in the Notebook work area.



Exporting Your File as Other File Formats

Export files to share with colleagues who may not have Notebook software installed on their computers. You may also want to export your content to HTML for others to view on the Internet.

- 1 Select **File > Export** from the Notebook menu
- 2 Choose the file format to export your Notebook file to: HTML, PDF, PowerPoint (PPT) or as a series of images (e.g., JPEG, GIF, etc.)

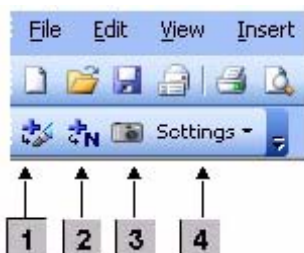


Using Microsoft Office Applications with SMART software

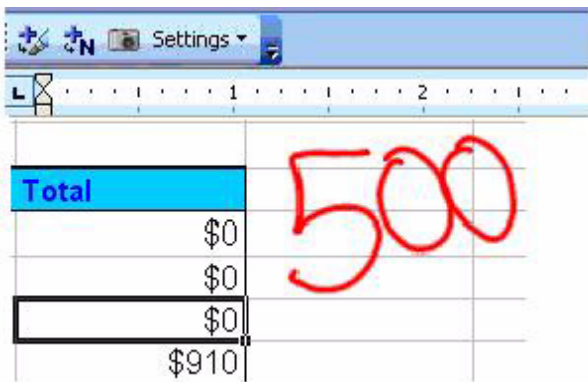
When software is Ink Aware, you can write and draw directly into an active file. When you save an Ink Aware application file, your notes and drawings will be visible the next time you open it. Microsoft® Word, Excel® and PowerPoint® software are the most commonly used Ink Aware applications.

Microsoft Word and Excel software

When using Microsoft Word or Excel software with your interactive whiteboard, you will notice four new buttons. They may be integrated with the current toolbar or separated as a floating toolbar.

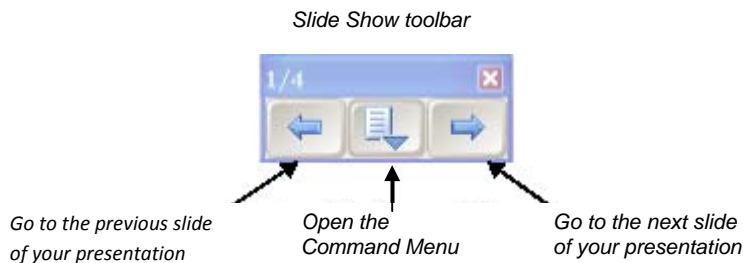


- 1** Press to insert your drawings or writing as an image directly into your document
- 2** Press to convert your writing as typed text directly into your document. Your text will appear at the cursor point and in the color the words were written in.
- 3** Press to save a screen capture in Notebook software
- 4** Press to select the option to automatically insert the drawing as an image

Example: Pressing the Insert Drawing as Text button	
Before you press the button, the image is not part of the file.	Press the button and the image becomes part of the Microsoft Excel software file.
	After pressing the Insert as Text button, your writing will appear in the selected cell as text.

PowerPoint software

When you are presenting a slide show with PowerPoint software on a SMART brand product, you can save your notes as images and save screen captures to Notebook software, just as you can when using Microsoft Word or Excel software. Use the Slide Show toolbar to access the Ink Aware features of PowerPoint software. The Slide Show toolbar appears automatically when you run a PowerPoint slide show.




SMART Notebook Software for Home

You may install the SMART Notebook software at home. You will need to register for a serial number to install the software. This is a large download so it will take several minutes on a high-speed connection. If you have dial-up internet at home, you may want to download the file at school.

1. Go to <http://www2.smarttech.com/st/en-US/Support/SBS/>
2. Choose version 10 (Windows or Mac)
3. If necessary, click "Obtain a SMART Notebook product key"
 - a. Follow on screen instructions
 - b. Note: You may want to use your personal e-mail address...the LCISD e-mail filter does not allow messages from SMART Technologies at this time
4. Click "Download SMART Notebook 10"
5. Locate and download the **"SMART Notebook software 10 full download" only**

My Outline:

1. Orienting
 - a. Method 1
 - i. Click the  icon in the system tray (by clock)
 - ii. Click Orient
 - b. Method 2
 - i. Press and hold the **On-Screen Keyboard** button and the **Right Mouse** button
2. Pens & Erasers
 - a. Mention that the actual pen does not need to be in the tray, anything in the tray will do
 - b. Tray is built on sensors
3. Buttons
 - a. Right-click button
 - i. Turns the normal touch screen into a right-click mouse click
 - b. On screen keyboard
 - i. Turns on a touch based on screen keyboard to allow user to stay at the board
4. Welcome Center
 - a. Quick Start
 - i. New Notebook
 - ii. Orient
 - iii. Control Panel
 - iv. "Open the Welcome Center..." checkbox
 - b. Tools
 - i. Keyboard
 - ii. Calculator
 - iii. Magnifier
 - iv. Spotlight
 - v. Screen Shade
 - c. Teacher's Hub
 - i. Getting Started
 - ii. Enhancing Skills
 - d. Help/Support
 - i. Help Center (need active internet connection)
 - ii. Check for Updates
 1. Should be automatic at school (update if prompted and time permits)
 2. May want to run this at home periodically (especially if you installed from CD)
5. Touch Recognition
 - a. SMART Hardware Settings →
6. Saving your notes from the screen
 - a. Working with the Digital Ink Layer
7. SMART Notebook
 - a. Toolbars
 - i. Moving toolbar from top to bottom
 - b. Side tabs
 - i. Moving toolbar from left to right
 - c. Object drop-down arrow
 - i. Recognize As (Text Recognition)

- ii. Recognize Shares
 - iii. Clone
 - iv. Infinite Cloner
 - v. Locking
 - vi. Link
 - vii. Sound
 - viii. Properties
- d. Gallery tab
 - i. Search bar – use to find items quickly
 - ii. My Content
 - 1. Drag and drop commonly used items into My Content for quick access
 - 2. Create folders to organize content
 - 3. When the computer is reimaged in the summer, the content will be lost
 - iii. Online Resources
 - 1. Lesson activities – search for already created materials
 - 2. Curriculum standards – search for already created materials by TEKS or TAKS
 - 3. Lesson resources – should already be loaded, but if not, provide additional resources and manipulatives to use with the SMART Board
 - 4. SMART Exchange - a free resource center and community network that provides a wealth of resources for technology-enabled learning. Exchange ideas and find the information you are looking for, including recent research, best practices, success stories and daily tools.
 - iv. Themes
 - 1. Add color and attractive backgrounds to your Notebook files quickly
 - v. Essentials for Educators
 - 1. Collection of tools for Educators broken down by subject area for easy filtering
 - vi. Lesson Activity Toolkit 1.0
 - 1. Collection of activities that can be used to enhance lessons and engage students
 - vii. Gallery Sampler
 - 1. Collection of additional tools broken down by subject area
- 8. Microsoft Office Ink Aware
 - a. Word
 - b. Excel
 - c. PowerPoint
- 9. Basic Troubleshooting
 - a. Light indicator on the SMART Board
 - b. Bluetooth connection in back of computer
 - c. Restart the computer
 - d. Unplug the SMART Board
- 10. SMART Training Dates
 - a. Free training from SMART
 - b. 6 hours
 - c. 15 people is the current max (working to cover 21 people)
 - d. Need to set a date – I know a date that works for everybody will not happen